Manual (Paper) Reporting

Required Information

Employers, who report manually (with paper) use the "Member Earnings Transmittal Report—MRL." This report is organized into four distinct sections: header, member information, earnings information and page/plan/system totals. The following pages provide an explanation of each of these sections. See the end of this chapter for examples of the manual report before and after it has been completed.

Note: See Chapter 11 for DCP manual (paper) transmittal reporting information.

Header Section

The header section is used to identify the reporting employer. This section contains the following fields.

Reporting Group Number

Each employer is assigned a unique number that identifies the employer and the retirement system in which the employer participates. (This number was previously called the department number.) Reporting Group numbers are either four or six characters, depending upon the retirement system being reported.

System

This field identifies the retirement system in which the employer participates. The following codes are valid:

D	Deferred Compensation Program
L	Law Enforcement Officers' and Fire Fighters' Retirement System
P	Public Employees' Retirement System
T	Teachers' Retirement System

Plan

This field identifies the retirement system plan being reported. For system codes L, the plan code can be 1 or 2. For system code P and T, the plan code can be 1, 2 or 3. For system code D, the plan code must be 1.

Reporting Period

This field identifies the month and year for which information is being reported. The reporting period is six characters formatted MMYYYY. For example, a reporting period of July 1998 is entered: 07/1998.

The reporting period printed on the report cannot be changed. The report for a given reporting period will not be processed until the report for the preceding reporting period has been processed.

Type/Version/Expected

The Report Version Number and Expected Monthly Reports fields identify the expected number of regular transmittal reports for a specific month. DRS can arrange for employers to submit multiple regular transmittal reports for each calendar month.

Employer Name

This field identifies the name of the reporting group, as it is stored in DRS's database. Contact ESS if the name preprinted on the transmittal report should be changed.

Prepared By

This field identifies the name of the individual responsible for preparing the report. Contact ESS if the name preprinted on the transmittal report should be changed.

Telephone

This field identifies the telephone number of the individual responsible for preparing the transmittal report. Contact ESS if the telephone number preprinted on the transmittal report should be changed.

Page

This field identifies the page number of the report. The last page of the report is used to record the page, plan and system totals.

Member Information

The Member Information section is used to provide basic identifying information about each individual being reported. This section contains the following fields.

Social Security Number

The employee's Social Security number must be nine digits. The Social Security number entered on the transmittal report must match the number shown on the employee's Social Security card and the number in the DRS Enrollment Record.

Name

The employee name identifies the member being reported and must be entered as follows:

Last name—followed by a comma and one space
First name—followed by one space
Middle name or initial—*not* followed by any punctuation

<u>Example</u>**:** Rosalie Marie Hart is reported: Hart, Rosalie M

Gender

This one-letter code identifies the gender of the individual being reported. A gender code is required the first time you report an eligible employee. Valid codes are:

F	Female
M	Male

Birth

The birth date identifies the month, day, and year the individual was born. A birth date is required the first time you report an eligible employee. The birth date is six characters, formatted MMDDYY. For example, March 3, 1951, is entered: 03/03/51.

Type

Type is a two-digit code, which identifies the type of employer, or the type of job performed. Certain type codes are valid for each retirement system and for the reporting group reported. (See Chapter 7, "Transmittal Codes," for a description of the valid type codes.)

Address Lines

These fields provide mailing address information:
Address
City
State
Zip Code

Investment Program

Fill this field with the code "WSIB" to direct member contributions to the Washington State Investment Board.

Fill this field with the code "SELF" to direct member contributions to the Self-Directed Investment Program.

Note: If a non-transferring Plan 3 member fails to select an investment program within 90 days of eligibility, your system must report "WSIB."

Rate Option

There are currently six rate options: A, B, C, D, E or F. Fill this field with the applicable value, to indicate the rate option the Plan 3 member has selected.
Note: If a non-transferring member fails to select a rate option within 90 days of eligibility, your system must report A.

- **Option B and C—coordinating rate changes with birth dates**
  For members choosing options B and C, rates must increase following the 35th and 45th birthdays. If a rate change is necessary following a member birthday, you will begin using the new rate on the first of the following month.
  <u>Example:</u> if a member who has chosen option B turns 35 on January 15, you will deduct 6 percent contributions for all reportable compensation beginning on February 1.

Plan Choice/Transfer Date

Fill this field with the date the member chooses, either Plan 2 or Plan 3, per the Member Information Form (section 2) completed by the member, or the 90th day for members who are defaulted into Plan 3.

Plan Choice

Fill this field with the 2-character code that describes the member's choice.

- 2C—New PERS Plan 2 member chooses Plan 2
- 3C—New PERS Plan 2 member chooses Plan 3
- 3D—New PERS Plan 2 member is defaulted into Plan 3
- 3X—Plan 2 member transfers into Plan 3

Earnings Information

The Earnings Information section is used to provide details about a member's service, compensation and contributions. This section contains the following fields.

Earning Period

Compensation must be reported by the calendar month and year in which it is earned. Only one earning period can be entered on each line. If more than one earning period is reported for an employee, use additional lines on the report for each earning period.

The earning period must be four characters, formatted MMYY. For example, an August 1999 earning period is entered: 08/99.

Status

This one-letter code identifies the status of the compensation, contributions and/or the service being reported. Only one status code can be entered on a line. If more than one status code must be reported for an employee, use additional lines on the report for each code.

The status code entered must be valid for the system and plan in which the employee is being reported. (See Chapter 7, “Status Codes,” for a description of the valid status codes.)

Compensation

In general, the salaries or wages earned by an employee for personal services during a calendar month, payroll period or fiscal year are reported as compensation. Each retirement system and plan has different requirements for reporting compensation. See Chapter 4, “Reportable Compensation,” or contact the appropriate retirement services unit at DRS if you have questions about whether an employee’s compensation is reportable for retirement.

Member Contributions

Member contributions are due on all compensation reported for each earning period. Refer to Chapter 6 for information about calculating and reporting member contributions and for tables showing the applicable member contribution rates.

Employer Contributions

Employer contributions are due on all compensation reported for each earning period. Refer to Chapter 6 for information about calculating and reporting employer contributions and for tables showing the applicable employer contribution rates.

Hours/Days

The number of hours or days for which an employee receives compensation is referred to as the employee’s service. Service must be reported in days for TRS Plan 1 members and in hours for members of all other systems and plans. Report service to the nearest tenth of an hour or day. For example, you could report a PERS 1 member as working 160.0 hours or a TRS 1 member as working 20.0 days during a given earning period.

Note: *TRS 1 members*—If a full-time teacher works additional hours over and above the regular hours scheduled on a given day, do not report the additional time worked that day. If a full-time teacher works additional days during the school year, you should report the additional days.

Begin Date

This field is used to enter the date a member begins employment that is eligible for retirement system coverage. The begin date must be six characters, formatted MMDDYY. For example, a begin date of June 11, 1999, is entered: 06/11/99.

The first time you report an eligible employee, enter a valid begin date, gender code, and birth date on the report. The month and year of the earning period on the reporting line must match the month and year of the begin date you enter. If the employee needs to complete an Enrollment Form, make sure the begin date you enter on the report matches the date you enter on the form.

Note: *LEOFF members*—This field is used with status code E to indicate the date a LEOFF Plan 1 member begins an authorized disability leave of more than three days. The field is used with status code B to indicate the date a LEOFF Plan 1 or Plan 2 member begins leave without pay of more than three days. (See Chapter 7, "Transmittal Codes," for details about reporting with status codes E and B.)

End Date

This field is used to enter the date a member ends employment that is eligible for retirement system coverage. The end date must be six characters in length, formatted MMDDYY. For example, an end date of July 31, 1998, is entered: 07/31/98.

When separating an employee from the report, enter a valid end date and status code S. Make sure the month and year of the earning period on the reporting line matches the month and year of the end date entered.

Note: *LEOFF members*—This field is used with status code E to indicate the date a LEOFF Plan 1 member ends an authorized disability leave of more than three days. The field is used with status code B to indicate the date a LEOFF Plan 1 or Plan 2 member ends leave without pay of more than three days. (See Chapter 7, "Transmittal Codes," for details about reporting with status codes E and B.)Page, Plan, and System Totals
The Page, Plan and System Totals section is used to indicate the total compensation, contributions and service being reported. This section contains the following fields.

Page Totals

These fields are used to enter the total amounts of compensation, member contributions, employer contributions, and hours/days reported on a given page of the report.

Plan Totals

These fields are used to enter the total amounts of compensation, member contributions, employer contributions, and hours/days reported for a given retirement system plan. If multiple pages are used to report members of a retirement plan, enter the plan totals on the last page used to report members of that plan.

System Totals

These fields are used to enter the total amounts of compensation, member contributions, employer contributions, and hours/days reported for a given retirement system. If multiple pages are used to report members of a retirement system, enter the system totals on the last page used to report members of that system.

Procedures for Manual (Paper) Reporting

The following pages describe some common procedures for transmittal reporting using the "Member Earnings Transmittal Report—MRL." For additional details about these procedures or for information about procedures not covered on these pages, please contact ESS.

General Procedures

When working with this report:

- Check to see if the information you last reported for an employee is still correct. If it is, you do not need to change it for the current month.
- Make changes or enter new information, using red ink. Red ink is easier for ESS personnel to see and helps ensure that changes are entered correctly when your transmittal report is processed.
- Change data in the Member Information section by crossing out the incorrect information. Using red ink, write the correct information next to the information you are changing.
- Change data in the Earnings Information section by crossing out the incorrect information and using the open line below it to enter the correction.
- Use the open lines to enter additional records for a current employee or enter information at the end of the report for a new employee.

- Adjust the page and plan totals as necessary; after you have made your changes adjust the system total.

- Review the contact information in the header. If your contact name or telephone number has changed, inform DRS. Use the address change area of the banner page to notify DRS of changes in your transmittal report address.

- Make a copy of the transmittal report for your records and send the complete form to ESS by the 15th of each month.

Adding an Employee to the Report

When you hire a new employee who is eligible for retirement system coverage or when an existing employee becomes eligible for retirement coverage, you must begin reporting the employee to DRS.

Before adding an employee

- Verify the employee's plan assignment. The correct plan assignment is critical to ensure accurate transmittal reporting. Contact the appropriate retirement services unit (PERS, LEOFF) at DRS for assistance with verifying plan assignments.

- Determine if the employee needs to complete an Enrollment Form. If necessary, have the employee complete the appropriate sections then complete the employer information and send the form to DRS. (See Chapter 12 for an example of the Enrollment Form.)

- Determine the correct earning month for reporting the employee. If an employee first earned compensation in March, you would begin reporting the employee with a March earning period and begin date. The employee could be added to either the March or April report depending upon your payroll cycle. (See the section called "Transmittal Reporting to DRS" in this chapter for information about payroll cycles.)

Reporting a new employee:

- On a blank line of the report, provide information about the employee in each of the following fields:

  —Social Security Number
  —Name
  —Gender
  —Birth
  —Type
  —Address
  —City

—State
—Zip Code
—Investment Program
—Rate Option
—Choice/Transfer Date
—Plan Choice
—Earning Period
—Status
—Compensation
—Member Contributions
—Employer Contributions
—Hours/Days
—Begin Date

- To avoid an error, verify that you have entered a gender code, birth date, and begin date for the employee, and the reported begin date falls within the month and year of the reported earning period.

Washington State Department of Retirement Systems — **Member Earnings Transmittal Report-MRL**

Rpt Grp	Syst/Plan	Rpt Per/Type/Ver/Expt	Employer Name	Prepared by	Telephone	Page
1234	P 1	01/2001 R 01/01	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information	Earning Period		Status	Compensation		Member Contributions		Employer (DB) Contributions		Hour/ Days		Begin Date			End Date		
SSN: 123 45 6789 Name: Doe, Jane	01	02	A	4953	00	297	18	231	31	170	0	12	15	01			
Gender: F Birth: 12/12/40 Type: 03 Name Chg: Y or N																	
Address: Add Chg: Y or N																	
City State: Zip:																	
Investment Program Rate Option:																	
Choice/Transfer Date: Plan Choice:																	

Figure 8-27

- Make adjustments necessary to the page, plan, and system totals.

Changing Member Information

Most information in the Member Information section will remain the same each month. If it changes; e.g., the address, you will need to correct it. If an employee changes names, he or she will need to complete a Name/Address Change Form and send it to DRS. When the change has been made, it will be reflected on the next report you receive.

Changing Earnings Information

Information in the Earnings Information section will often change each month. To change the preprinted information, use the blank area beneath each field.

Changing compensation and contributions:

Cross out the amounts shown in the Compensation, Member contributions, and Employer Contributions fields.

Enter the correct amounts in the blank area provided beneath each field.

Washington State Department of Retirement Systems — **Member Earnings Transmittal Report-MRL**

Rpt Grp	Syst/Plan	Rpt Per/Type/Ver/Expt	Employer Name	Prepared by	Telephone	Page
1234	P 1	01/2001 R 01/01	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information	Earning Period	Status	Compensation	Member Contributions	Employer (DB) Contributions	Hour/ Days	Begin Date	End Date
SSN: 123 45 6789 Name: Doe, Jane	01 02	A	~~4953 00~~	~~297 18~~	~~87 66~~	170 0		
Gender: F Birth: 12/12/40 Type: 03 Name Chg: Y or N			4600 00	276 00	81 42			
Address: Add Chg: Y or N								
City State: Zip:								
Investment Program Rate Option:								
Choice/Transfer Date: Plan Choice:								

Figure 8-28

- Make any adjustments necessary to the page, plan, and system totals.

Adjusting Page, Plan and System Totals

If you change an employee's reported compensation, contributions, or hours/days of service, you must adjust the page, plan and system totals. Page totals must be entered on each page of the report. Plan totals must be entered on the last page of information for a given retirement plan. System totals must be entered on the last page of information for a given retirement system.

Changing page, plan and system totals

- On each page of the transmittal report, add together the amounts reported in the Compensation, Member Contributions, Employer Contributions, and Hours/Days columns. Cross out the page total shown for each column and enter the corrected amount.

Washington State Department of Retirement Systems — **Member Earnings Transmittal Report-MRL**

Rpt Grp	Syst/Plan	Rpt Per/Type/Ver/Expt	Employer Name	Prepared by	Telephone	Page
1234	P 1	01/2001 R 01/01	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information	Earning Period	Status	Compensation	Member Contributions	Employer Contributions	Hour/ Days	Begin Date	End Date	Seq No.
	Page Total		~~25644 00~~ *27484 00*	~~1302 72~~ *1278 01*	~~1054 07~~ *2061 30*	~~1400 0~~ *1528 0*			

Figure 8-29

- On the last page of information reported for each plan, add together the separate page totals reported, cross out the plan total shown for each column, and enter the corrected amount.

Washington State Department of Retirement Systems — **Member Earnings Transmittal Report - MRL**

Rpt Grp	Syst/Plan		Rpt Per/Type/Ver/Expt	Employer Name	Prepared by	Telephone	Page
1234	P	1	01/2001 R 01/01	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information — **Earnings Information**

Earning Period / Status	Compensation		Member Contributions		Employer Contributions		Hour/ Days		Begin Date	End Date
Page Total	~~25644~~	~~00~~	~~1302~~	~~72~~	~~1054~~	~~07~~	~~1400~~	~~0~~		
	27484	*00*	*1278*	*01*	*2061*	*30*	*1528*	*0*		
Plan Total	~~61200~~	~~00~~	~~2605~~	~~00~~	~~9000~~	~~14~~	~~2016~~	~~0~~		
	54968	*00*	*2556*	*01*	*4122*	*60*	*3056*	*0*		

Figure 8-30

- On the last page of the transmittal report, add together the separate plan totals reported, cross out the system total shown for each column, and enter the corrected amount.

Washington State Department of Retirement Systems — **Member Earnings Transmittal Report - MRL**

Rpt Grp	Syst/Plan		Rpt Per/Type/Ver/Expt	Employer Name	Prepared by	Telephone	Page
1234	P	1	01/2001 R 01/01	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information — **Earnings Information**

Earning Period / Status	Compensation		Member Contributions		Employer Contributions		Hour/ Days		Begin Date	End Date
	#									
Page Total	~~25644~~	~~00~~	~~1302~~	~~72~~	~~1054~~	~~07~~	~~1400~~	~~0~~		
	27484	*00*	*1278*	*01*	*2061*	*30*	*1528*	*0*		
Plan Total	~~61200~~	~~00~~	~~2605~~	~~00~~	~~9000~~	~~14~~	~~2016~~	~~0~~		
	54968	*00*	*2556*	*01*	*4122*	*60*	*3056*	*0*		
System Total	~~70992~~	~~00~~	~~9000~~	~~16~~	~~5862~~	~~21~~	~~4224~~	~~0~~		
	82452	*00*	*3834*	*02*	*6183*	*90*	*4584*	*0*		

Figure 8-31

Separating an Employee

When an employee is no longer eligible for membership in a retirement system, you need to stop reporting him or her to DRS. You can use the transmittal report to separate the employee; if you don't want to wait until the transmittal report is due, you can submit a correction report at any time during the month.

Separating an employee on the transmittal report:

- In the Status field, enter status code S.
- In the Compensation, Member Contributions, Employer Contributions, and Hours/Days fields, cross out any incorrect amounts and enter the necessary corrections.
- In the End Date field, enter the employee's last date of eligible employment. (Make sure the month and year of the end date you enter falls within the month and year of the reported earning period for this line.)

Washington State Department of Retirement Systems **Member Earnings Transmittal Report-MRL**

Rpt Grp	Syst/Plan		Rpt Per/Type/Ver/Expt	Employer Name	Prepared by	Telephone	Page
1234	P	1	01/2001 R 01/01	Example, City of	Dawn Riley	(360) 123-4567	1

Member Information	Earnings Information: Earning Period		Status	Compensation		Member Contributions		Employer (DB) Contributions		Hour/ Days		Begin Date			End Date		
SSN: 123 45 6789 Name: Doe, Jane	01	02	A	~~4953~~	~~00~~	~~297~~	~~18~~	~~87~~	~~66~~	170	0	12	15	01			
Gender: F Birth: 12/12/40 Type: 03 Name Chg: Y or N				4600	00	276	00	81	42								
Address: Add Chg: Y or N																	
City State: Zip:																	
Investment Program Rate Option:																	
Choice/Transfer Date: Plan Choice:																	

Figure 8-32

Note: Use additional lines to report any leave cashouts for eligible PERS Plan 1 employees. (See Chapter 7, "Transmittal Codes," for details about reporting leave cashouts.)

- Make any adjustments necessary to the page, plan, and system totals.

Washington State Department of Retirement Systems **Member Earnings Transmittal Report-MRL**

Rpt Group	Sys/Plan	Rpt Per	Type	Ver/Expt	Employer Name	Prepared By	Telephone Number	Page
2341	P 2	09/2001	R	02/02	Modernity, City of	Garvey, Mickey	(206) 841-8759	1

Member Information			Earnings Information												
			Earning Period	Status	Compensation		Member Contributions		Employer (DB)		Hours/ Days		Begin Date	End Date
SSN:569 40 0062	Name:Paul, Becky		09 2001	A	3182	00	147	96	238	65	176	0		
Gender: F	Birth:012 2 1961	Type:												
Address: 7700 100th S														
City: Auburn	State:WA	Zip:98373												
Investment Program:		Rate Option:												
Choice/Transfer Date:		Plan Choice:												
SSN: 534 60 0473	Name:Pater, Jeri M.		09 2001	A	1991	00	92	58	149	32	176	0		
Gender:F	Birth:11 10 1954	Type:												
Address: 1081 44th ST E														
City: Tacoma	State:WA	Zip:98406												
Investment Program:		Rate Option:												
Choice/Transfer Date:		Plan Choice:												
SSN:534 86 7754	Name:Satori, Diane		09 2001	A	2985	00	138	80	223	87	176	0		
Gender: F	Birth: 01 15 1952	Type:												
Address: PO BOX 1307/														
City: Auburn	State: WA	Zip: 98406												
Investment Program:		Rate Option:												
Choice/Transfer Date:		Plan Choice:												

Page Total	8158	00	379	34	611	84		
Plan Total	8158	00	379	34	611	84		
System Total	815	00	378	34	611	84		

Mail this form to:

Department of Retirement Systems Employer Support Services
PO box 48380
Olympia, WA
98504-8380

Instructions:

1. Verify information in shaded areas.
2. To make necessary changes, cross out preprinted data and enter changes in blank fields.
3. Copy completed report for your records.

DRS MS 148 (10/01)

Washington State Department of Retirement Systems **Member Earnings Transmittal Report-MRL**

Rpt Grou	Sys/Plan	Rpt Per	Type	Ver/Expt	Employer Name	Prepared By	Telephone Number	Page
2341	P 2	09/2001	R	02/02	Modernity, City of	Garvey, Mickey	(206) 841-8759	1

Member Information	Earning Period	Status	Compensation		Member Contributions		Employer (DB)		Hours/ Days		Begin Date	End Date
SSN:569 40 Name:Paul, Becky Gender: F Birth: 09/19/1944 Type:	09 2001	A	~~3182~~	~~00~~	~~28~~	~~00~~	~~56~~	~~32~~	176	0		
Address: 7700 100th ST E City: Auburn State:WA Zip:98373-			3245	00	25	56	57	44				
Investment Program: Rate Option: Choice/Transfer Date: Plan Choice:												
SSN: 534 60 Name:Pater, Jeri M. Gender:F Birth:11 10 Type: 03	09 2001	A	1991	00	17	52	35	24	176	0		
Address: 1081 44th ST E City: Tacoma State:WA Zip:98406												
Investment Program: Rate Option: Choice/Transfer Date: Plan Choice:												
SSN:534 86 775 Name:Satori, Diane Gender: F Birth: Type:	09 2001	A	~~2985~~	~~00~~	~~26~~	~~26~~	~~52~~	~~83~~	176	0		
Address: PO BOX 1307 City: Auburn State: WA Zip: 98406			3100	00	27	28	54	87				
Investment Program: Rate Option: Choice/Transfer Date: Plan Choice:												

	Compensation		Member Contributions		Employer (DB)		Hours/ Days	
Page Total	~~8158~~ 8336	~~00~~ 00	~~148~~ 73	~~42~~ 36	~~611~~ 147	~~84~~ 55		
Plan Total	~~8158~~ 8336	~~00~~ 00	~~148~~ 73	~~42~~ 36	~~611~~ 147	~~84~~ 55		
System Total	~~8158~~ 8336	~~00~~ 00	~~148~~ 73	~~42~~ 36	~~611~~ 147	~~84~~ 55		

Mail this form to:

Department of Retirement Systems Employer Support Services PO box 48380 Olympia, WA 98504-8380

Instructions:

1. Verify information in shaded areas.
2. To make necessary changes, cross out preprinted data and enter changes in blank fields.
3. Copy completed report for your records.

Sequencing Information

How to Determine Sequencing

The sequence control number determines sequencing. DRS will print your reporting group's annual statements in ascending sequence by this control number. Transactions with duplicate control numbers or no control numbers will be sorted alphabetically by last names. Following are the specifications for member's annual statements:

Specifications for Members' Annual Statements Employee Control Number Sequence

When you provide the Department of Retirement Systems (DRS) with either a magnetic tape or a diskette containing a control number for each member, DRS will list your reporting group's annual statements in ascending sequence by this control number. In the case of duplicate control numbers, minor sort sequence will be alphabetic by last name. The control number will be printed on the bottom of the annual statement. Please see the examples on the following pages.

Using Magnetic Tape

If you choose to use magnetic tape, the tape must meet the following specifications:

1. Tape must be IBM 360/370 compatible.
2. Tape must be nine-track 1600 or 6250 BPI, EBCDIC.
3. External labels should indicate:
   ~ Employer name
   ~ Employer reporting group number (department number)
   ~ "Member Annual Statements Information"
   ~ Whether or not the tape contains machine-readable labels
4. If the tape has machine-readable labels, they must be followed by a tape mark.
5. Logical record length: 80 characters
6. Blocking factor: Five records per block
7. Physical block length: 400 characters
8. Record positions;
   01 — 06 Employer reporting group number (department number)
   07 — 15 Member's Social Security number
   16 — 21 Employer's special control number

22 — 27 Organization information — optional (for display only)
28 — 80 Blank

Using a Diskette

If you choose to use diskette, the diskette must meet the following specifications:

1. 3½" diskette
2. External labels should indicate:
   ~ Employer name
   ~ Employer reporting group number (department number)
   ~ "Member Annual Statements Information"
   ~ File name
3. File name format: DN999999 (DN and your employer reporting group number)

   Note: Please be sure the file name is included. Diskettes with incorrect file names will be returned for correction.

4. Record length: 80 characters
5. IBM compatible text file (ASCII TEXT)
6. Record positions:
   01 — 06 Employer reporting group number (department number)
   07 — 15 Member's Social Security number
   16 — 21 Employer's special control number
   22 — 27 Organization information — optional (for display only)
   28 — 80 Blank

The following examples illustrate how you might configure your magnetic tape or diskette, and explain what the resulting sequence of your statements will be.

Example 1: In the following example, the employer sequenced the information by an optional organization code and then assigned unique control numbers. The control numbers and the optional, display-only organization code will appear at the bottom of the member's statements. DRS simply prints the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
901052	666000000	000001	02
901052	666001111	000002	02
901052	666002222	000003	02
901052	666003333	000004	02
901052	666004444	000005	03
901052	666005555	000006	03
901052	666006666	000007	04
901052	666007777	000008	04
901052	666008888	000009	04

Example 2: The following information was sequenced with duplicating control numbers. DRS will alphabetically sort items with the same control number by last name before printing the statements.

Reporting Grp. #	SSN	Control #	Org. Code
710545	666009999	1A	none specified
710545	666008888	1A	
710545	666007777	1A	
710545	666006666	1A	
710545	666005555	2	
710545	666004444	2	
710545	666003333	2	

Example 3: The following information was sequenced in terminal digit SSN order, with unique control numbers assigned to each member. DRS will simply print the statements in control number sequence.

Reporting Grp. #	SSN	Control #	Org. Code
506250	666001111	000001	none specified
506250	666002222	000002	
506250	666003333	000003	
506250	666004444	000004	
506250	666005555	000005	
506250	666006666	000006	
506250	666007777	000007	

Note: If you have employees who are not listed on the tape or diskette and statements are printed for those employees, they will be given a control number of "000000." Those statements will be at the top of the stack of statements in alphabetic sequence by last name.

Diskettes **will be returned for correction** if they contain incorrect file names, are not in an IBM compatible text format (ASCII TEXT), or if the data is incorrectly formatted within the file.

Reviewing your file prior to sending it to DRS may help you to avoid incorrect information being sent to DRS that may delay the sequencing process. You can review your file in a DOS text editor to make sure it is in the correct format. For Windows users, you may also review your file in Notepad or a word processor such as WordPerfect or Microsoft Word. Your file should resemble the following using the previous examples.

Correctly Formatted

Example 1:

```
90105256660000000000102
90105256660011110000202
90105246660022220000302
90105226660033330000402
90105256660044440000503
90105256660055550000603
90105236660066660000704
90105216660077770000804
90105276660088880000904
```

Example 2:

```
7105456660088881A
7105456660099991A
7105456660077771A
710545666006666A
7105456660055552
7105456660044442
7105456660033332
```

Example 3:

```
5062505600000670000001
5062505197000040000002
5062504820000010000003
5062504290000860000004
5062503980000040000005
5062503700000010000006
5062509150000470000007
5062506400001880000008
```

Incorrectly Formatted

```
901052999929454000000102
        90100000000238600000202
                         90105999910860000000302
901052000066466000000402
        901099999999238600000503
                         90108888894540000000603
901000004452186000000704
        901052777779454000000804
                         901056666602386000000904
```

Example 1:

```
  901052566666540000010 2          901052519705555000000202
        9010524000000086000000302
  9010522899994660000000402        901052566666666000000503
        9010529999999454000000603
  9010588888888886000000704        901066666629454000000804
        9016666666023860000000904
```

Example 2:

WASHINGTON STATE
DEPARTMENT OF RETIREMENT SYSTEMS

MEMBERS' ANNUAL STATEMENTS SEQUENCE REQUEST

Note: To have members' annual statements run in employee control number sequence, you must provide all the information requested before DRS can process your request.

Employer Name: ____

Phone No.: (________)__________________

Contact Name:____

To run member statements in employee control number sequence, the tape or diskette must meet the attached specifications and reach DRS by late January of the current year**.**

— Tape information:

Tape ID Number______________________________________

_______ 1600 BPI or ________6250 BPI

_______ Labeled or _____Non-labeled

— Diskette

Mail this form and the tape or diskette by late January of the current year, to the following address:

ATTN: Employer Support Services
State of Washington
Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380